

**** GENERAL ADMINISTRATION ****

Functional Area Summary by Agency

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
* TOTAL GENERAL ADMINISTRATION *						
Expenditure	\$14,596,386	\$15,954,888	\$15,678,933	\$16,744,849	\$789,961	4.95%
Revenues (a)	\$14,544,905	\$14,131,694	\$14,459,849	\$14,904,180	\$772,486	5.47%
Oper Income / (Loss) (d)	\$936,095	\$146,311	\$197,702	\$283,341	\$137,030	93.66%
Tax Levy (b), (c)	\$853,876	\$1,899,505	\$1,346,786	\$2,049,010	\$149,505	7.87%

BREAKDOWN BY AGENCY

COUNTY EXECUTIVE						
Expenditure	\$447,815	\$496,371	\$470,972	\$504,714	\$8,343	1.7%
Revenues	\$8,863	\$8,250	\$8,792	\$8,600	\$350	4.2%
Tax Levy	\$438,952	\$488,121	\$462,180	\$496,114	\$7,993	1.6%
COUNTY BOARD						
Expenditure	\$1,127,903	\$1,257,622	\$1,220,731	\$1,301,482	\$43,860	3.5%
Revenues	\$0	\$0	\$0	\$0	\$0	N / A
Tax Levy	\$1,127,903	\$1,257,622	\$1,220,731	\$1,301,482	\$43,860	3.5%
COUNTY CLERK						
Expenditure	\$420,881	\$434,792	\$368,930	\$600,566	\$165,774	38.1%
Revenues (a)	\$133,803	\$129,050	\$131,075	\$235,420	\$106,370	82.4%
Tax Levy	\$287,078	\$305,742	\$237,855	\$365,146	\$59,404	19.4%
COUNTY TREASURER						
Expenditure	\$450,554	\$627,862	\$594,524	\$649,641	\$21,779	3.5%
Revenues	\$6,873,275	\$6,969,800	\$7,113,975	\$7,087,799	\$117,999	1.7%
Tax Levy (c)	(\$6,422,721)	(\$6,341,938)	(\$6,519,451)	(\$6,438,158)	(\$96,220)	-1.5%
DEPARTMENT OF ADMINISTRATION						
Expenditure (b)	\$11,125,742	\$11,956,318	\$11,926,277	\$12,437,050	\$480,732	4.0%
Revenues (a)	\$7,195,586	\$6,692,933	\$6,875,046	\$7,205,537	\$512,604	7.7%
Oper Income / (Loss) (d)	\$936,095	\$146,311	\$197,702	\$283,341	\$137,030	93.7%
Tax Levy (b)	\$4,732,551	\$5,339,696	\$5,178,933	\$5,439,854	\$100,158	1.9%
CORPORATION COUNSEL						
Expenditure	\$1,023,491	\$1,181,923	\$1,097,499	\$1,251,396	\$69,473	5.9%
Revenues (a)	\$333,378	\$331,661	\$330,961	\$366,824	\$35,163	10.6%
Tax Levy	\$690,113	\$850,262	\$766,538	\$884,572	\$34,310	4.0%

- (a) The 2003 budget includes a total of \$521,886 of fund balance appropriations which includes: Risk Management: \$182,986, Collections: \$70,000, Communications: \$78,900, and Radio Services: \$190,000. The 2004 budget includes a total of \$860,922 of fund balance appropriations which includes: Risk Management: \$335,272, Collections: \$87,000, Communications: \$24,000, Radio Services: \$334,650, and County Clerk: \$80,000.
- (b) To conform with financial accounting standards, proprietary fund expenditures exclude fixed asset expenditures, debt service-principal payments and proprietary fund retained earnings, therefore, expenditures less revenues do not equal tax levy.
- (c) Revenues in excess of expenditures reduce tax levy funding for other general governmental operations.
- (d) Operating income amounts generated from enterprise fund operations are retained in fund balance and do not result in a reduction of tax levy funding for other operations.

GENERAL ADMINISTRATION

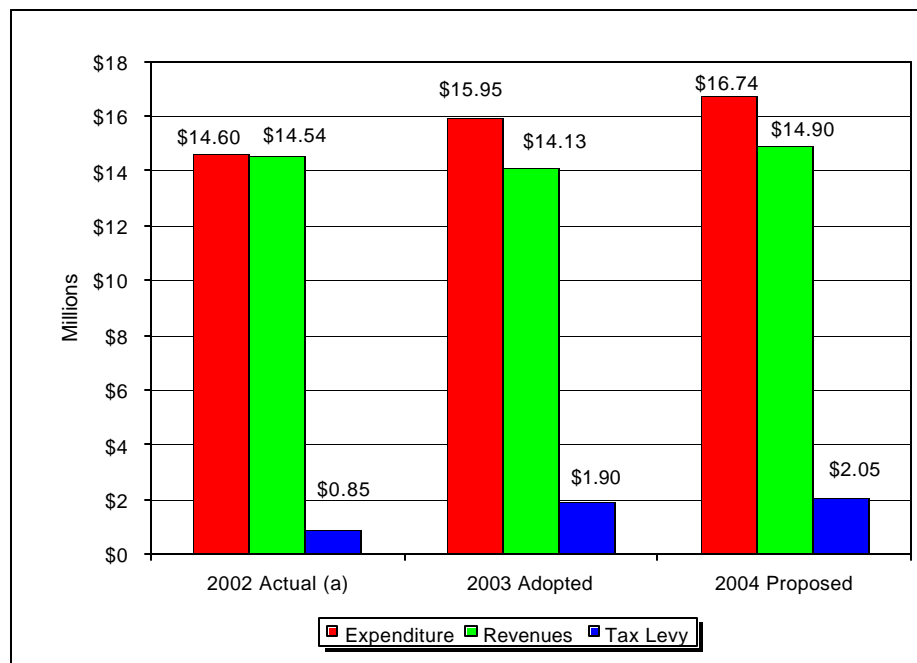
Functional Area Budget Highlights

The agencies within the General Administration Functional Area can be divided into two areas: 1) those with responsibilities vested in an elected official; and 2) those that provide the Central Administrative support operation of the County.

The agencies headed by an elected official include **County Executive; County Board; County Clerk; and County Treasurer.**

The agencies that provide Central Administrative support include: **Department of Administration**, which provides internal operations of financial services, human resource services, purchasing and information systems, and includes the following proprietary fund operations: **Risk Management, Collections, Communications, Radio Service, and Records Management.** The office of **Corporation Counsel** serves as legal advisor and counsel to all County elected officials, County agencies, boards, commissions and committees.

General Administration related operations / projects included in other functional areas are Countywide technology related capital projects (see Capital Projects, Section VII) and purchases of major equipment replacements (see End User Technology Fund in Non-Departmental Functional Area, Section VI).



(a) See Functional Area Summary by Agency for information on individual department use of tax levy.

The 2004 expenditure budget for this functional area totals \$16,744,849, after adjustments to exclude proprietary fund capitalized fixed asset items, an increase of \$789,961 or 4.95% from the 2003 adopted budget. Budgeted revenues, including \$860,922 of fund balance appropriations, total \$14,904,180, an increase of 5.47% from the previous year's budget. The tax levy necessary to fund this functional area totals \$2,049,010, an increase of \$149,505 or 7.87% more than the 2003 budget.

Significant program and funding changes from the 2003 budget include:

- The **County Executive's office** will work with partner municipalities and county staff to implement the Waukesha County Communications Center. Also a countywide Haz-Mat team will be established to provide cost effective and efficient service to Waukesha County residents.
- The **County Clerk's office** is budgeting a cost increase of \$175,000 for election related ballot and advertising costs in the election program, as 2004 has 4 scheduled elections, including the fall presidential election.
- The **Treasurer** budget will include implementation of a new property tax database that will provide greater efficiencies. Also, penalties and interest collected from delinquent taxes are budgeted to increase \$90,000 to \$1,800,000 in 2004. Investment income is expected to remain flat at \$5,150,000.
- The **Department of Administration-Business Office** will work cooperatively with vendor and County departments to implement standard internet payment functionality County-wide.
- The **Department of Administration-Information System Department** will 1) Work with representatives of the Criminal Justice Collaborating Council (CJCC) to develop a countywide Data Warehouse for Justice information, linking data from Circuit Court Automation Program (CCAP), Prosecutor Technical Case Tracking (District Attorney PROTECT system), Spillman Law Records Management and Spillman Jail Management systems, and 2) Complete the implementation of the selected Police Records Management System and the Detention management System for the new Computer Aided Dispatch system being implemented in the countywide dispatch communication center.
- **Risk Management** costs increase \$181,200 primarily due to purchased insurance increases due to the hardening of the insurance market, especially property insurance coverage on government buildings, which increases \$91,000, Mental Health Center liability insurance, increases \$15,500, and Workers compensation insurance increases \$8,400. Also, Estimated Future claims increase \$32,000 or 8% to reflect actuarial forecasts.
- **Radio Services** budget has an expenditure increase of \$144,650 based on loan interest repayment of \$124,650 to the general fund for loans issued to municipalities to finance Trunked radio purchases and \$20,000 of additional depreciation expense as the trunk radio system is now fully implemented, including a seventh transmission tower site completed in 2002.
- **DOA-Communication** will evaluate and implement the communication needs for the new County Wide Dispatch Center.
- **Collections** is responsible for administering, coordinating and directing efficient/cost effective collection of accounts referred to for countywide collection. The division will add a new Collections Specialist to generate additional revenue.
- **Corporation Counsel** will work with the Sheriff department and State to explore all remedies (including legal) to address safety concerns and explore alternatives to ease jail overcrowding due to state probation and parole holds.

**BUDGETED POSITIONS 2002-2004
SUMMARY BY AGENCY AND FUND**

GENERAL ADMINISTRATION

Agency	Fund	2002 Year End	2003 Adopted Budget	2003 Modified Budget	2004 Budget	03-04 Change
COUNTY EXECUTIVE	General	4.75	4.75	4.75	4.50	(0.25)
COUNTY BOARD	General	9.00	9.00	9.00	9.00	0.00
COUNTY CLERK	General	5.00	5.00	5.00	4.00	(1.00)
TREASURER	General	6.25	6.00	6.00	6.00	0.00
DEPT. OF ADMINISTRATION	General	65.00	64.60	64.60	64.60	0.00
	Risk Management	3.20	3.20	3.20	3.20	0.00
	Records Management	7.50	7.50	7.50	7.00	(0.50)
	Communications	2.35	2.35	2.35	2.35	0.00
	Radio Services	5.20	5.10	5.10	5.10	0.00
	Collections	5.00	4.75	4.75	5.75	1.00
	Subtotal Dept. of Admin.	88.25	87.50	87.50	88.00	0.50
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.35	(0.05)
TOTAL REGULAR POSITIONS		124.65	123.65	123.65	122.85	(0.80)
TOTAL EXTRA HELP		10.36	9.50	9.58	9.20	(0.38)
TOTAL OVERTIME		0.79	0.39	0.39	0.44	0.05
TOTAL BUDGETED POSITIONS		135.80	133.54	133.62	132.49	(1.13)

2004 BUDGET ACTIONS

COUNTY EXECUTIVE	Reduce 0.25 FTE Clerk Typist/II. (Transfer to CDBG) Increase 0.03 FTE Extra Help.
COUNTY BOARD	None
COUNTY CLERK	Abolish 1.00 FTE in Legislative Support and Administrative Services. Increase 0.08 FTE Extra Help Increase 0.02 FTE Overtime.
TREASURER	Decrease 0.03FTE Overtime
DOA-GENERAL	Reduce 0.14FTE Extra Help. Increase 0.03 FTE Overtime.
DOA RECORDS MGMT.	Abolish 0.50 FTE Records Analyst. Increase 0.05 FTE Overtime. Reduce 0.73 FTE Extra Help.
DOA-RADIO SERVICES	Reduce 0.08 FTE Extra Help. Reduce 0.02 FTE Overtime.
DOA-COLLECTIONS	Create 1.00 FTE Collections Specialist. Increase 0.54 FTE Extra Help.
CORPORATION COUNSEL	Reduce 0.05 FTE Principal Assistant Corporation Counsel. [Transfer to Corp Counsel - Child Support]

2003 CURRENT YEAR ACTIONS

None